



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date Sept. 25, 1972		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received OCT 3 1972 Application No. 292 Date Completed OCT 5 1972	
2. Agency Application No. DPS-07-72		3. AGENCY, Division, Subdivision & Administering Office Address Department of Public Safety Drivers Services Section P.O. Box 1456 Atlanta, Georgia 30301		4. Person to Contact Capt. J.B. Dailey	
5. Working Title Supervisor		6. Tel. No. 627-3531			
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1972 - future		9. Exact Series Title Motor Vehicle Driver's License Applications Files			
10. What is the function of the office in which this record series is created? The Driver's License Unit is responsible for the application, examination, issuance, and renewal of the Motor Vehicle Drivers Licenses and the maintenance of the Drivers' License File. Further, they release information concerning Drivers' Licenses to the public and interested agencies; i.e., courts, police, insurance companies, etc. They also act as a support unit in furnishing data to the Revocation Unit.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to the initial application by, and testing of, an individual for a motor vehicle driver's license. Includes only the original DLB-26 (Application for Georgia Drivers License) which provides the identity and residence of the applicant and the results of his test. It is not a record of the issue of a license. The file is arranged by Post and thereunder alphabetically by applicant.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				62.5	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
5 x 8 file				24	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|--|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series?
Only copy made | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. From Computer Drivers File | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling?
Should be restricted to Department of Public Safety use only | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?
From Computer Drivers File | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file?
To the Computer Drivers File | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 2 years:

a. ☐ STATE LAW b. ☒ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Department action for falsification of license application

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER monthly, then:

- ☒ Hold in the current files area 3 month(s)/ year(s):
- ☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 2 year(s):
- ☒ Destroy:
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Statute of limitations for cancellation of license due to application falsification

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Lewis E. Bell</i>	SEP 20 1972		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Lewis E. Bell</i>	SEP 20 1972
	State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Ryan</i>	10-4-72
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	Oct 3, 1972
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert J. Shell</i>	10-4-72

STATE RECORDS
COMMITTEE